

Augusta Public Library
General Guidelines for Staff and Public Use of Computer Resources

1. Legal use: the public or staff may not use computer resources for illegal purposes. Examples of unacceptable purposes include, but are not limited to:
 - a. Harassment of other users.
 - b. Libeling or slandering other users
 - c. Destruction of or damage to equipment, software, or data belonging to the Augusta Public Library or other users.
 - d. Disruption or unauthorized monitoring of electronic communication.
 - e. Unauthorized copying of copyrighted material.

2. Ethical use: Computing resources should be used in accordance with the ethical standards of the library. Examples of unacceptable use (some of which may have legal consequences) include, but are not limited to:
 - a. Violation of computer system security.
 - b. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others (when applicable).
 - c. Use of computer communications facilities in ways that unnecessarily impede the computing activities of others.
 - d. Violation of software agreements.
 - e. Violation of network use policies and regulations.
 - f. Violation of another user's privacy.

3. Cooperative use: The library endorses cooperative computing among staff and patrons. Computer users can facilitate this by the following:
 - a. Regular deletion of unneeded files from one's accounts on shared computing resources (when applicable)
 - b. Refraining from overuse of connect time, information storage space, printing facilities or processing capacity.
 - c. Refraining from overuse of interactive network facilities.
 - d. Refraining from use of sounds and visuals, which might be disruptive to others.
 - e. Refraining from use of any computing resource in an irresponsible manner.

4. Sanctions: Failure to comply with library computer rules or misuse of software will result in the loss of the privilege of using this library service. Violations of the policies described above for legal and/or ethical use of computing resources will be dealt with in a serious and appropriate manner. Illegal acts involving library-computing resources may also be subject to prosecution by local, state, or federal authorities.

Public Access Computer Use

The library maintains computers for word processing as well as Internet access for patrons. The Augusta Public Library is committed to its role in serving the

information needs of the community. Providing access to the Internet can enable the Library to expand and enhance the Library's information services beyond the traditional collections and resources. While the Internet generally provides access to information that is valuable and enlightening, the user may find information that is controversial, offensive, disturbing, erroneous or illegal.

1. The Augusta Public Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for the content, accuracy, or quality of information retrieved or images viewed. Viewing of certain materials in the public library may be considered improper in time, place, or manner. Without wishing to censor access, the Library staff reserves the right to prohibit material that in their judgment is inappropriate for viewing in a public area. This may include material that an individual does not find personally offensive.
2. Internet resources accessible through the Library are provided equally to all library users. Parent or legal guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children – and only their children.
3. Patrons must be in good standing to use the Internet computers. To be in good standing a patron should not have fines exceeding \$10.00. Senior staff has the discretion to authorize checkout if fines exceed \$10.00 on a one-time only basis.
4. Public access Internet computers are equipped with KanGuard, a State of Kansas subsidized filter system. If an adult patron feels that he/she has been inappropriately prevented from viewing a website, he/she may request access to an unfiltered web browser.

Internet computers are available for patrons who have read and agreed to the conditions in the Internet policy agreement (Appendix J). Patrons over the age of 18 may independently read and agree to the policy, patrons under the age of 18 must have parental or guardian consent for Internet use. A parent or guardian must appear in person to authorize a minor's Internet privilege. Patron information is modified in the computer to reflect that he/she has read and agreed to the Internet policy. An asterisk (*) is placed after the first name to reflect this status. Visitors to the area may sign the visitor's log after reading the Internet policy. Patrons under the age of 12 must use the Internet computers in the children's department. Patrons over the age of 12 may use the computers on the main floor of the library.

The computers have a selection of licensed software available for patron use. Patrons may not bring in personal software to run on the library computers. No programs may be downloaded to the library computers, other than programs downloaded by library staff.

Library staff will provide minimal assistance on the use of either Internet or word processing computers. Scheduled classes, at no charge, are available to patrons wishing to learn more computer skills.

Files left on the hard drive of the computers will be deleted on a regular basis.

Printouts from any patron computer are \$0.10 for black and white and \$0.25 for color.